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STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

GOWEN FIELD, BOISE ID

Meeting Minutes, December 16, 2004

Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Bruce Allcott, Idaho Fire Chiefs Association
- Bryon Breen (for Greg Laragan), Idaho Transportation Dept.
- Bob Burke, Idaho Dept. of Lands
- Michael Candelaria, United States Dept. of the Interior
- Dan Charboneau, Idaho State Police
- Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Mark Hilton (for Steve Jenkins), National Interagency Fire Center
- Scott Reese, Association of Idaho Cities
- Joe Roche, Idaho Dept. of Administration
- Steve Southwick, Idaho Sheriff's Association

Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

Guests:

- Bill Bishop, Idaho Bureau of Homeland Security
- Drew Bodie, Boise County Sheriff
- Bob Cagle, ICTAP
- Tammy Ferguson, Tenxsys
- Jim Forgy, ICTAP
- Bart Hamilton, Ada County Sheriff's Office
- Jason Heger, SPAWAR Systems Center
- Chet Hilliard, ICTAP
- Jolene Hollingshead, SPAWAR Systems Center SD
- Matt Howarth, Motorola
- Steve Jones, Idaho State Police
- Scot Maring, Idaho Dept. of Administration
- Shana Munroe, Idaho Dept. of Health & Welfare
- Kirby Ortiz, Gem State Comm.
- Stan Passey, Idaho State Police
- Jim Price, Idaho Dept of Administration

- Megan Ronk, Office of Governor Kempthorne
- Eric Salgado, SPAWAR Systems Center SD
- Les Shadduck, Ada County Sheriff's Office
- Mike Simunich, Ada County Sheriff's Office
- Trish Stack, Office of Governor Kempthorne
- Joe Trella, National Governor's Association
- Greg Zickau, Information Technology Resource Management Council

Welcome/Introductions – Chair Lockwood

Chair Lockwood called the meeting to order. An attendance sheet was passed around. Attendees and guests introduced themselves. There was a full quorum present.

Review & Approve Minutes – Chair Lockwood

There were no corrections to the minutes. A motion was made by Southwick to accept the minutes, seconded by Charboneau. The motion passed by a unanimous vote.

First Revision SIEC Draft By-Laws – Chair Lockwood

The Chair called for discussion of the first revision draft bylaws of the Statewide Interoperability Executive Council. The following comments, corrections and suggestions were made.

- Charboneau stated that, at his request, 2.14, **Conflicts of Interest**, was moved from Article III to Article II.
- Bishop will task Brian Kane, Idaho Bureau of Homeland Security Deputy Attorney General, to research 2.3, **Power and Rights**. Bishop will also invite him to come to next SIEC meeting and brief the Council on the Open Records Act.
- Roche stated that in 2.4, **Suspension and Removal**, it states that a member may be removed because of lack of attendance. He asked what other causes would be grounds for removal. The Chair stated that other grounds for removal would be a member releasing sensitive information to an unauthorized party or conduct unbecoming under Robert's Rule of Order and a continuation of behavior after warnings and counseling.
- Charboneau suggested that 2.4, **Suspension and Removal**, include language stating the involvement of the Governor's office prior to the removal of any council member and to further define "cause". It was suggested that the section include some language such as "at the call of the Council with a vote and in concurrence with the Governor's office."
- Collier gave some basic information regarding 2.13, **Travel**. The Council is bound by the State of Idaho Travel Policy. Travel expenses are something that the SIEC had not covered previously, but is preparing to cover in January 2005 for those who qualify. The Council will be provided with additional information in the January 2005 meeting.
- Section 2.6, **Meetings**, was discussed. It was suggested that the phrase "Meetings **shall** be held..." will be replaced with "Meetings **will normally** be held..."

It was decided that, after the discussed changes were made, the Deputy Attorney General will do one more cursory review and that the document be brought before the Council for an acceptance vote in the January meeting.

ICTAP Update – Bob Cagle

Cagle reported on the status of ICTAP's work:

- Boundary County Report is due to be completed in February.

- Three (3) other reports were due in December and have been completed. Copies of those reports had been provided to the Council. ICTAP staff will be ready to respond to any questions.
- Fifty-one (51) Site Surveys were completed and were in final printing. They will be sent by Federal Express to the SIEC Council approximately one week before the SIEC meeting in January.
- A copy of the 700 MHz Feasibility Study was delivered to the Council the day of the meeting, December 16, 2004. It was suggested that before the January SIEC meeting, the Technical Subcommittee meet and review the document. The ICTAP Engineering Staff will support the meeting(s). A Technical Subcommittee was scheduled for January 5, 2005 at 9:00 AM at the Idaho State Police Cafeteria Round Room. Due to the information being subject to official Emergency Planning guidelines, the meeting will be closed.
- A Distribution Statement which stated that use of the documents needed to be authorized by the Chair was included in each report.
- Cagle stated that the information contained in the Site Surveys was used to prepare the Feasibility Study and was just back-up information. If the Technical Subcommittee feels that they need the information, a CD would be sent to them.
- Cagle introduced Jolene Hollingshead and stated that she will be taking over as the ICTAP Representative for Idaho in February. Cagle will remain involved with the project in an oversight position.

Passey was asked to give a report to the Council on the Master Site information being gathered by the Idaho Bureau of Homeland Security Area Field Officers. He stated that information from Ada County has not been submitted yet. He reported on the total number of equipment which he stated was most important for the Master Site design. He felt that the total number was a good representation of state equipment, however, the committee would need to calculate the balance.

Security for the documents and CD's that will be distributed to Council members was discussed. It was decided that each member of the Technical Subcommittee will receive a copy of the Feasibility Study. Bishop had a "For Official Use Only" document drafted during lunch that addressed the security nature of the document and the necessity to protect it. Each person who took possession of a report or CD was required to sign the document. It was stated that all documents will be classified as being Emergency Planning documents which will make them exempt from the Public Records Act. The Chair requested that ICTAP produce five (5) CD copies of the 700 MHz Feasibility Study and ten (10) copies of the Site Surveys. Bishop suggested that the CD's be sent to the attention of Patrick Frischmuth at Idaho Bureau of Homeland Security. The CD's and any documents not assigned to the Technical Subcommittee members will be secured by IBHS. Council members will work with IBHS staff regarding distribution of the information.

The need to have legal council established for the Council was discussed. Bishop suggested that Brian Kane, Deputy Attorney General with the Bureau of Homeland Security, be assigned that responsibility.

Cagle requested that any questions regarding the survey be directed to Goetz, Chair of the Technical Subcommittee, and he will forward them to Chet Hilliard who will be the point of contact for ICTAP. There was some discussion concerning how questions should be circulated considering the lack of security in emails. It was suggested that if someone needed to submit a

question containing sensitive information that it be written down and mailed. Council members were encouraged to use their best judgment when deciding how to submit questions.

National Governors Association (NGA) Policy Academy – Megan Ronk

Megan Ronk introduced Joe Trella, NGA Senior Policy Analyst, and turned the meeting over to him to lead the discussion. Trella stated that his role was to help the State of Idaho look at policy level issues that the Council feels are critical and need to be addressed. At the Policy Academy, subject matter experts will be brought in to help facilitate solutions. Other states are looking for governance models and funding streams.

At the Academy there will be an opportunity for each of the five participating states, Idaho, Louisiana, Nevada, Georgia, and Wisconsin, to share information, common challenges and common successes. Time will also be provided for each of the state teams, by themselves, to work on their critical issues concerning interoperability.

The Policy Academy will be held in Atlanta, Georgia on January 31, 2004-February 2, 2005. Each state team will be asked to provide a ten-minute presentation to use as an introduction that should include the following:

- Quick synopsis of where Idaho is in state interoperability
- 1-3 of the greatest interoperable challenges in Idaho
- An example of something that Idaho has tried that didn't go well

A website will be established for the Academy. All reference material will be posted on the website so that information may be shared with ease.

Trella is currently conducting state visits. After the Policy Academy in Atlanta, Trella will discuss the needs of the participating states. There will either be a second state visit or another academy. If it is determined that a second state visit is necessary, a specialized team will be brought to Idaho to help with a particular issue or a series of issues. If another academy is determined to best meet the needs of the states, it will be more of collaboration and sharing of information.

Council members discussed what their concerns were regarding wireless interoperable communications and how the Academy can help address and possibly resolve some of the State's concerns and issues.

Outreach Subcommittee Report – Shana Munroe

Munroe reported that the Outreach Subcommittee had met with Senator Langhorst about opportunities for a legislative event. The Council discussed possible dates, places and events that the Council could participate. It was suggested that the SIEC join with the Emergency Communications Commission (ECC) and the 700 MHz Regional Planning Committee to present information. It was suggested that the Council look into the possibility of making a presentation during Idaho Association of Counties (IAC) meeting on February 8, 2005.

Munroe asked the Council if they would be interested in participating in ITRMC's Digital Government Day to be held Wednesday, February 9, 2005, during the day. Collier had contacted Bill Farnsworth with ITRMC about getting a booth and volunteered to staff the booth during the day.

A motion was made by Charboneau to explore the possibilities of making a presentation to the IAC, and if the Outreach Subcommittee cannot find a date to sponsor a legislative event that does not conflict and compete for legislative time, the event should be postponed until next session and efforts should focus on the Digital Government Day event. The motion was seconded by Gainor. The motion passed by a unanimous vote.

Planning for next meeting – Chair Lockwood

The next meeting will be January 27, 2005 at Gowen Field, Building 578 at 9:00 AM.

General Session Adjournment – Chair Lockwood

A motion was made by Reese to adjourn, seconded by Charboneau. The motion passed by a unanimous vote.

The agenda moved into a meeting of the SIEC Policy Subcommittee and the NGA.